

PHASE II: NH FIRST DRA TIME MANAGEMENT



NH FIRST STANDARD TIME &
LEAVE FUNCTIONS
DECEMBER 13, 2011



Fundamental **I**mprovement to **R**evitalize **S**ervices & **T**echnology

Prototype Subject to Change

NH FIRST: Payroll Time & Leave Objectives



Time Reporting

- Replace paper timecards with online timecards
- Automate business rules & calculations where practical
- Offer hours/decimal and time-in/time-out versions
- Integrate time reporting with approved leave functions
- Enable proxy processing for employees without online access

Leave Requests

- Replace paper Application for Leave with online Application for Leave
- Integrate GHRS leave balances and display to employees
- Enable future requests prior to actual accrual
- Integrate with timecard to display approved leave requests in respective pay period timecards

Time & Leave Approvals

- Online review/approval for supervisors based on GHRS reporting relationships
- Enable line item approval/rejection with comments for timecards
- Enable approval of leave requests in advance of actual accruals
- Control usage of leave with automated edits to balances on timecard
- Display all pending and approved leave for all employees for a supervisor

Existing Application for Leave



FORM PD-8 Rev. 7/05 STOCK NO. 4480
STATE OF NEW HAMPSHIRE **APPLICATION FOR LEAVE**

DEPARTMENT _____ DATE _____

I, _____ (Applicant Signature) request leave as follows:

Social Security Number _____

TYPE OF LEAVE	BEGINNING		ENDING		TOTAL HOURS
	DATE	TIME	DATE	TIME	

TYPE OF LEAVE:	ANNUAL BONUS OTHER CIVIL	COMPENSATORY FLOATING HOLIDAY FMLA	MILITARY WITHOUT PAY SICK	SICK-DEPENDENT SICK-FUNERAL SICK-SUPPLEMENTAL
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RESPONSE TO EMPLOYEE REQUESTING LEAVE:

☐ Recommended
☐ Not Recommended

☐ Approved
☐ Not Approved

☐ Unauthorized Use of Leave

☐ W.P.
☐ W.O.P.

Immediate Supervisor Date _____

Officer Authorized to Approve Leave Date _____

Signature for Audit Purposes Only Date _____

CERTIFICATE REQUIRED FOR SICK LEAVE

I certify that I was incapacitated or for other reasons specified within the provisions of sick leave benefits, was unable to attend to my official duties for the time indicated.

State Reason for Leave

Signature: _____ Date _____

SHOULD AN EMPLOYEE BE REQUIRED BY THE EMPLOYER TO FURNISH THE EMPLOYER WITH A CERTIFICATE FROM AN ATTENDING PHYSICIAN OR OTHER LICENSED HEALTH CARE PRACTITIONER, SUCH CERTIFICATE SHALL BE AS FOLLOWS:

I, _____, a physician or other licensed health care practitioner, whose office is located at _____ (Office Address), do hereby certify that _____ above named, was incapacitated from _____ to _____ inclusive and during such time due to _____

(Signature of Physician or Licensed Health Care Practitioner)

(Date)

- Paper Form – duplicate
- Not input to GHRIS until usage/payroll
- Requires hours and time-in/time-out
- Multiple levels of approval
 - Recommended
 - Approved
- Used to certify Doctor notes
- Open-ended Reason for Sick Leave
- Used to certify Unauthorized Leave w/o Pay

New Entry to Application for Leave



Begin by viewing leave balances by for each type of leave.

Add a new request by clicking the [Add Request](#) link for the selected type of leave.

This screen also enables employee to view historical requests.

LAWSON Absence Plan Balances for Pereira, Lou

Home Region Reset Prev Next Save

Lou you are in data area DEV [logout]

Search...

My Balances

- Absence Requests
- Balances Proxy
- Proxy Absence Requests
- All Balances
- All Absence Requests

	Reserved	Available	Pending	Rejected	Reported	Balance		
Plan: Annual Leave Pay	as of 08-Sep-2011		through 08-Sep-2011					
Position: 1	0.00	100.00	0.00	0.00	0.00	100.00	Future Requests	Add Request
Plan: Comp Time Pay	as of 08-Sep-2011		through 08-Sep-2011					
Position: 1	0.00	75.00	0.00	0.00	0.00	75.00	Future Requests	Add Request
Plan: Sick Pay	as of 08-Sep-2011		through 08-Sep-2011					
Position: 1	0.00	75.00	0.00	0.00	0.00	75.00	Future Requests	Add Request

Types of Leave

View Balances

Click to See Previous Requests

Click to Add a Leave Request

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Creating an Application for Leave



Clicking the [Add Request](#) link on the previous page will present a new Application for leave to be used to input details. In this example, all entries apply to the Annual leave type because that was the balance selected on the previous page.

The Application for Leave form uses a 24-hour clock format to calculate and record the amount of leave time being requested. One row can be used to report a single day's worth of time or multiple rows can be used to report precise and detailed time away from the office .

Please note: unpaid lunch breaks are not automatically accounted .

Click here to Save & Submit to Supervisor online

The system will display the total time of leave requested for each entry/row.

Integrate with Timecard for Pay Period
Check here to have approved leave inserted on its respective timecard.

Details: Date DD-Month-YYYY
Time: Input work time away
24-Hour (Military Time)
See following page for 24 hour conversions

Input Details

Prototype Subject to Change

Converting Analog Time AM-PM to 24-Hour Military Time



<i>Analog Time AM-PM</i>	<i>Military Time 24 Hour Clock</i>	<i>Analog Time AM-PM</i>	<i>Military Time 24 Hour Clock</i>	<i>Analog Time AM-PM</i>	<i>Military Time 24 Hour Clock</i>
12:00 AM	00:00	8:00 AM	08:00	4:00 PM	16:00
12:30 AM	00:30	8:30 AM	08:30	4:30 PM	16:30
1:00 AM	01:00	9:00 AM	09:00	5:00 PM	17:00
1:30 AM	01:30	9:30 AM	09:30	5:30 PM	17:30
2:00 AM	02:00	10:00 AM	10:00	6:00 PM	18:00
2:30 AM	02:30	10:30 AM	10:30	6:30 PM	18:30
3:00 AM	03:00	11:00 AM	11:00	7:00 PM	19:00
3:30 AM	03:30	11:30 AM	11:30	7:30 PM	19:30
4:00 AM	04:00	12:00 PM	12:00	8:00 PM	20:00
4:30 AM	04:30	12:30 PM	12:30	8:30 PM	20:30
5:00 AM	05:00	1:00 PM	13:00	9:00 PM	21:00
5:30 AM	05:30	1:30 PM	13:30	9:30 PM	21:30
6:00 AM	06:00	2:00 PM	14:00	10:00 PM	22:00
6:30 AM	06:30	2:30 PM	14:30	10:30 PM	22:30
7:00 AM	07:00	3:00 PM	15:00	11:00 PM	23:00
7:30 AM	07:30	3:30 PM	15:30	11:30 PM	23:30

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Approving Applications for Leave



Authorized Approvers are presented with their employees' requests all in one place. Supervisors can review all approved & pending requests to manage coverage.

LAWSON Application for Leave Request Approval List Welcome State Police, Employee
[Go To](#) [Help](#) [Logout](#)

[Reset](#) [Prev](#) [Next](#) [Save](#)

Home **Region**

Approve

- [Timecards](#)
- [Proxy Timecards](#)
- [Time Adjustments](#)
- [Proxy Time Adjustments](#)
- [Absence Requests](#)**
- [Proxy Absence Requests](#)
- [Incomplete Timecards](#)
- [Proxy Incomplete Timecards](#)

Note
Absence Request date(s) that will fall on locked/approved timecards after approval will have to be entered manually in time adjustment.

Filter Criteria

Resource Name

Approval Type

Date Range

From

To

[Filter](#)

Requested By	Plan Name	Position Date	Hours	Recommend	Status	Un-Authorized
State Police, Employee Annual Leave Plan		30-Sep-2011	from 06:15 to 08:30 for 2.25 hours	<input type="text" value="Yes"/>	Approve Reject	Submitted <input type="text"/>
State Police, Employee Annual Leave Plan		12-Oct-2011	from 08:00 to 04:00 for -4.00 hours	<input type="text" value="Yes"/>	Approve Reject	Submitted <input type="text"/>

This column will lists Employee Requests by name for a respective Supervisor.

The list can be filtered to a specific Employee Name (Resource Name) and by Date Range (From and To Leave Request Dates)

Click to Approve or Reject

Note Recommendation & Unauthorized Use of LWOP

Prototype Subject to Change

New Standard State Hour/Decimal Timecard

Employee can choose to view Timecard by Day, Week, or Pay Period

Time can be input daily & saved by employee without submitting to Supervisor for approval.



LAWSON Timecard for Lou Pereira

Lou you are in data area UAT [logout]

Print View Submit Submit and Close Delete Validate Spreadsheet View Copy Last Pay Period Reset Prev Next Save

View: Pay Period 04-Nov-2011 to 17-Nov-2011

Date	Hours	Daily Total	Pay Code	Comment	Cost Center	Delete
Fri 4 Nov 2011		0.00				
Sat 5 Nov 2011		0.00				
Sun 6 Nov 2011		0.00				
Mon 7 Nov 2011		0.00				
Fri 11 Nov 2011		0.00				
Sat 12 Nov 2011		0.00				
Sun 13 Nov 2011		0.00				
Mon 14 Nov 2011		0.00				
Thu 17 Nov 2011		0.00				
Total:		0.00				

Additional Information

Approved? ☐

By Whom?

Is this Disaster related? ☐ no ☐ yes

If Yes - Please enter the Disaster

Save Cancel

Note: System Knows Employee, Date & Pay Period

Click Here for Drop Down List of Pay Codes (e.g. Regular, Annual, Holiday, OT, Sick)
See pages that follow for a list of Statewide Pay Codes

Input an override to Cost Center (Accounting Unit) when appropriate.

Click here to Select a row for deletion upon Save/Submit

System Totals employee input by Day and by Week (or Pay Period)

Certain Pay Codes will prompt questions to be answered by employee.
(e.g. Overtime will ask for approval information).

Employee Inputs total Hours* worked for each line of detail (i.e. Day or Pay Code)

Holidays are highlighted in Green

Click the + Button to add more time rows to a day.

Click the Copy and Paste icons to copy and paste a row of detail to another day or row.

*Note: The system operates using standard decimals for hours.
7 hours 30 minutes equals 7.5

See next page for time to decimal conversion details.

Prototype Subject to Change

NH FIRST Timecard DRA



LAWSON Proxy Timecard for TIKARAM ACHARYA Lou you are in c

Print View Submit Validate Spreadsheet View Reset Prev Next Save

View: Weekly 18-Nov-2011 to 24-Nov-2011

Date	Hours Daily Total	Pay Code	Comment	Task List	Tax Type	Delete
Fri 18 Nov 2011	0.00			Operations - Budget	BS	<input type="checkbox"/>
Sat 19 Nov 2011	0.00			Operations - Audit Financial	BS - I and D	<input type="checkbox"/>
Sun 20 Nov 2011	0.00			Operations - Policy	BS - M and R	<input type="checkbox"/>
Mon 21 Nov 2011	0.00			Operations - Admin General	BS - RETT	<input type="checkbox"/>
Tue 22 Nov 2011	0.00			Operations - IT	I and D	<input type="checkbox"/>
Wed 23 Nov 2011	0.00			Operations - TP Contract	M and R	<input type="checkbox"/>
Thu 24 Nov 2011	0.00			Operations - Forms	RETT	<input type="checkbox"/>
Total:		0.00		Operations - Project Mgmt	TOB	<input type="checkbox"/>
				Operations - Leg Analysis	Gambling	<input type="checkbox"/>
				Operations - Leg Testify	UP	<input type="checkbox"/>
				Operations - Leg Legislative Hearings	RR	<input type="checkbox"/>
				Operations - Leg Meet w Legislators	CST	<input type="checkbox"/>
				Operations - Leg Fiscal Notes	ECT	<input type="checkbox"/>
				Operations - Hearings Preparation	Pre	<input type="checkbox"/>
				Operations - Hearings Hearing		<input type="checkbox"/>
				Operations - Court Supreme		<input type="checkbox"/>
				Operations - Court Federal		<input type="checkbox"/>
				Operations - Training Teaching		<input type="checkbox"/>
				Operations - Rulemaking Research		<input type="checkbox"/>
				Operations - Rulemaking Drafting		<input type="checkbox"/>
				Operations - Rulemaking Hearings		<input type="checkbox"/>
				Operations - Rulemaking Adoption		<input type="checkbox"/>
				Operations - Reporting Annual Report		<input type="checkbox"/>
				Operations - Reporting Budget		<input type="checkbox"/>
				Operations - Reporting Sp Report - Gov		<input type="checkbox"/>
				Operations - Reporting Sp Rpt - House		<input type="checkbox"/>
				Operations - Reporting Sp Rpt - Senate		<input type="checkbox"/>
				Operations - Reporting Sp Rpt - Other		<input type="checkbox"/>

Drop Down List provides DRA Tasks

Prototype Subject to Change

Time: Minutes to Decimal Conversions

Timecards Using Hours/Decimal input



<i>minutes</i> <i>H:00-H:15</i>	decimal portion of hour	<i>minutes</i> <i>H:16-H:30</i>	decimal portion of hour	<i>minutes</i> <i>H:31-H:45</i>	decimal portion of hour	<i>minutes</i> <i>H:46-H:59</i>	decimal portion of hour
0	0.00						
:01	0.02	:16	0.27	:31	0.52	:46	0.77
:02	0.03	:17	0.28	:32	0.53	:47	0.78
:03	0.05	:18	0.30	:33	0.55	:48	0.80
:04	0.07	:19	0.32	:34	0.57	:49	0.82
:05	0.08	:20	0.33	:35	0.58	:50	0.83
:06	0.10	:21	0.35	:36	0.60	:51	0.85
:07	0.12	:22	0.37	:37	0.62	:52	0.87
:08	0.13	:23	0.38	:38	0.63	:53	0.88
:09	0.15	:24	0.40	:39	0.65	:54	0.90
:10	0.17	:25	0.42	:40	0.67	:55	0.92
:11	0.18	:26	0.43	:41	0.68	:56	0.93
:12	0.20	:27	0.45	:42	0.70	:57	0.95
:13	0.22	:28	0.47	:43	0.72	:58	0.97
:14	0.23	:29	0.48	:44	0.73	:59	0.98
:15	0.25	:30	0.50	:45	0.75		

Examples:

- Seven and a half hours (**7:30**) equals **7.50** hours input to NH FIRST Timecard
- Two hours and forty-five minutes (**2:45**) equals **2.75** hours input to NH FIRST
- Twenty-four minutes (**0:24**) equals **0.40** hours input to NH FIRST

Statewide Pay Codes in Drop Down list



GHR CODE	As Displayed on Drop Down Pick List	GHR CODE	As Displayed on Drop Down Pick List	GHR CODE	As Displayed on Drop Down Pick List
REGLR	REGULAR PAY	ANNLV	ANNUAL LEAVE USAGE	SICKS	SICK LEAVE USAGE
OTM18	OVERTIME 1.5 PERM 40 HR	FYBNS	FISCAL YEAR BONUS LEAVE USAGE	SICBU	SICK LEAVE BENEVOLENT USAGE
OTIME	OVERTIME 1.5 PT & TEMP	FLOAT	FLOATING HOLIDAY LEAVE USAGE	SICKD	SICK DEPENDENT LEAVE USAGE
STM18	OVERTIME STRAIGHT PERM	CMPMA	COMPENSATION LEAVE EARNED	SICKB	SICK LEAVE BEREAVEMENT USAGE
STIME	OVERTIME @ STRAIGHT PT & TEMP	COMP	COMPENSATION LEAVE USAGE	SICKM	SICK ADDITIONAL DEP LEAVE FMLA
CLLBO	CALL BACK PAY 1.5	CIVIL	CIVIL LEAVE USAGE	FLAN	FMLA ANNUAL
RCALL	RECALL STATUS PAY	MLTRY	MILITARY LEAVE USAGE	FLCU	FMLA COMPENSATORY USAGE
SHIFT	SECOND SHIFT DIFFERENTIAL	MLWP	MILITARY LEAVE WITHOUT PAY	FLFH	FMLA FLOATING HOLIDAY
SHFT3	THIRD SHIFT DIFFERENTIAL	LWOPP	LEAVE WITHOUT PAY PERSONAL	FLWP	FMLA LEAVE WITHOUT PAY
WKEND	WEEKEND DIFFERENTIAL	LWOPS	LEAVE WITHOUT PAY SICK	FLWD	FMLA LWOP DEPENDENT
NRSFT	SHIFT DIFF. (NOT REG ASSIGNED)	HLDY	HOLIDAY NOT WORKED	FLWE	FMLA LWOP EMPLOYEE
DISRE	DISASTER RELIEF SERVICES	HLDAY	HOLIDAY PAY 1.5 WORKED FT	FLMM	FMLA MILITARY
STDBY	STAND-BY PAY STRAIGHT	HLDPT	HOLIDAY PAY 1.5 WORKED PT	FLAS	FMLA SICK
CP15	COMPENSATION TIME EARNED 1.5	HLD19	HOLIDAY PAY STRAIGHT FLEX SCHD	FLSD	FMLA SICK DEPENDENT USAGE
SWPB	SUSPENDED WITH PAY	HLDNS	HOLIDAY PAY STRAIGHT PT	FLSS	FMLA SICK BENEVOLENT USAGE
		HCMPTA	HOLIDAY COMP TIME ACCRUAL	FLMB	FMLA USE OF FISCAL YEAR BONUS
				WCSS	WORKERS COMP SICK LEAVE USAGE
				WCBU	WORKERS COMP SICK BENEVOLENT USAGE
				WCFB	WORKERS COMP FISCAL YEAR BONUS
				WCAN	WORKERS COMPE ANNUAL LEAVE
				WCCM	WORKERS COMP COMPENSATORY TIME

Prototype Subject to Change

Approver's Queue of Individual Timecards



LAWSON Timecard Approval for Manager, DAS (Proxy) Lou you are in data area DEV [logout]

Reset Prev Next Save

Resource	Begin Date - End Date	Error	Comments
+ Employee, TIO Example	07-Oct-2011 - 20-Oct-2011		
+ Employee, DAS	21-Oct-2011 - 03-Nov-2011		
+ Employee, DAS	04-Nov-2011 - 17-Nov-2011		
+ Employee, DAS	18-Nov-2011 - 01-Dec-2011		

↑ List Offers Individual Employees (Clicking the + will open the selected employee's timecard)

↑ Pay Period

↑ View Policy Errors

↑ Approver can add or view comments to the employee timecard.

Prototype Subject to Change

New Standard Time Approval: *Individual Timecard*



LAWSON Timecard Approval Lou you are in data area UAT

Reset Prev Next Save

Resource: **PEREIRA, LOU** **Begin Date - End Date** **Error** **Comments**

☒ PEREIRA, LOU 04-Nov-2011 - 17-Nov-2011
☒ PEREIRA, LOU 18-Nov-2011 - 01-Dec-2011
☒ LIVINGSTON, JENNIFER F 18-Nov-2011 - 01-Dec-2011
☐ PEREIRA, LOU 02-Dec-2011 - 15-Dec-2011

Timecard Payroll Status = Not Submitted
Timecard Project Status = N/A
Total Timecard Hours = 80.00

Report Date	Hours	Hr In	Min In	Hr Out	Min Out	Duty Code	Add Info	Comment	Task List	Cost Center	Error	Approve	Reject	Pay Status
02-Dec-2011	8.00	08	0	16	0	ANNUAL LEAVE USAGE						<input type="checkbox"/>	<input type="checkbox"/>	Submitted
05-Dec-2011	8.00	08	0	16	0	ANNUAL LEAVE USAGE						<input type="checkbox"/>	<input type="checkbox"/>	Submitted
06-Dec-2011	8.00	08	0	16	0	ANNUAL LEAVE USAGE						<input type="checkbox"/>	<input type="checkbox"/>	Submitted
07-Dec-2011	8.00	08	0	16	0	ANNUAL LEAVE USAGE						<input type="checkbox"/>	<input type="checkbox"/>	Submitted
08-Dec-2011	8.00	08	0	16	0	ANNUAL LEAVE USAGE						<input type="checkbox"/>	<input type="checkbox"/>	Submitted
09-Dec-2011	8.00	08	0	16			<div>Comments</div> <div> <input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Reset"/> </div>							
12-Dec-2011	8.00	08	0	16			<div>Comments</div> <div> <input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Reset"/> </div>							
13-Dec-2011	8.00	08	0	16			<div>Comments</div> <div> <input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Reset"/> </div>							
14-Dec-2011	8.00	08	0	16			<div>Comments</div> <div> <input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Reset"/> </div>							
15-Dec-2011	8.00	08	0	16			<div>Comments</div> <div> <input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Reset"/> </div>							

Total Hours = 80.00

Type:

Check Approve or Reject once for entire timecard or Approve/Reject line by line.

Insert a Comment for the whole timecard or on a specific row.

Prototype Subject to Change

